C M 1909

122 & 09

Sr. No. 1-2.

Registrars & Gazetted officers

Coming to Head quarters.

GENERAL AND REVENUE SECRETARIAT.

1909-10
(Genl. Mis.)
✓

File No. 123-09

Serial Nos. 1-2

Papers Filed.

Month March 1910

SUBJECT.

Register of Gazetted Officers coming to Head Quarters.

PREVIOUS REFERENCES.	LATER REFERENCES.
	E.A. 26-21 sl-1

1. 2. 910

G.R.S. 11] 1909-10

GENERAL AND REVENUE SECRETARIAT

( )

NOTES.

Sm File. No. 123 of 09

FILE HEADING.

Register of Gazetted Officers coming to Head Quarters -

From

No. Dated Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet.

GPR—30,000—20-3-06.

G. M. 123 of 1909 – 10.

G.R.S. 13

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

BV II

I learn from the Dewan that there is an order of the Madras Govt requiring all Gazetted officers coming to Headquarters to sign their names in a Register kept in the Govt Secretariat.

(2) Please get a copy of the order & put up draft of a similar order with form of register for our adoption.

[illegible] 10/9/09

Refer

(3) CSB 10/9.

NS 10/9 (4)

No references are forth coming in our records. A [illegible] the Res^y is [illegible]

[illegible] 13.9.09 13/9.

(5) Issue CSB 13/9

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

P.D.O

GPB—85,000—21-4-09

Secretariat.

G M File No. 123 of 1909-10.

1641

Serial No.

1. To the F. A. Resident. No Pol. 270 of 16-9-09. Requests him to obtain for the Durbar a copy of an order said to have been issued by the Govt. of Madras requiring all Gazetted officers visiting head quarters to report their arrival to Govt. by signing in a book ~~mainta~~ maintained at the Govt. Sectt.

2 From the F. A. Resident. No. 6758 of 14-10-09 In compliance with Sl 1 forwards a copy of Progs No. 743 (Public Deptt) of 28-9-09 issued by the Govt. of Madras.

(6) Subd with a Ot on the lines of the G.O.

20.10

(7) Please put up typed draft as revised.

(8) Typed Ot is subd as required.

23/12/09

3.1.10 VS.

7/1/10. Sdt

See 7/

(9) Draft order is subm to Dewan for approval.

3964 18/1/10

(10) To be circulated to Councillors for opinion

18/1/10

16/1/10

(11) ~~Circula~~ Subd to Crs

19/1/10

2594 20.1.10

NOTE—Contn. sheet.

GPB—55,000—27-4-09

General and Revenue Secretariat.

Cm File No. 123 of 1909 10

Serial No.

(12) The object of the order, I take it, is that the Dewan should have an opportunity of meeting these officers, and obtaining information about their official work &c. Instead of this ~~so~~ written report, would it not be sufficient if it is laid down that they should call on the Dewan and take the chance of having a personal interview?

(13) I believe the order is meant to apply both when they come on duty or on leave. Is not one report (either to the general secretary or the Private secretary) enough? In case of prescribing these reports, I believe, it is understood that the Dewan will give them intimation of his desire to see them personally, and that unless such intimation is given, it is left to them whether they need or need not call personally.

(14) Is there not now a general rule that when officers of good

NOTE—Contn. sheet.

GPB—55,000—27-4-09

Serial No.

1641

go on leave, they should leave their address so that they may be easily recalled, if a need should arise. I know that ~~Would it not~~ this has to be done when judicial officers take advantage of their yearly vacations. If such exists, cannot this additional obligation be dispensed with+

+ When officers are on leave at the time of their visit?

Would it not be expedient (1a) to prescribe a minimum limit of stay for which a report should be sent — when the officers comes to Bangalore on leave on his private business — such as e.g. 3 days?

(1b) The draft may be issued after the consideration of these remarks by the Dewan —

22/1/10.

793
25.1.10

(c1) The rules appear to be too elaborate. The list of exemptions should I think include several

GPB—55,000—27-4-09

Secretariat. | File No. 123 of 1909-10

Serial No.

Other Officers

I do not think a personal call on the Dewan should be insisted on in every case. It will cause great worry to the Dewan. The Officer should of course see the Dewan if required to do so.

Printed forms should be supplied to every gazetted Officer to enable him to comply with the rules. It is unnecessary to make him take a drive to the Secretariat or the Dewan's residence.

The observations of the second Councillor are worthy of consideration.

A minimum of reporting should be required, compatible with the object aimed at - viz - to let the Dewan know of the presence of the Officer at Bangalore.

25/1/10.

Dewan)

4165 27.1.10

Sec'y will please bring up at Mont meeting

25/1/10

Considered at meeting 5 Feb. 10 & ordered to lie over.

Note for next meeting

File for the present (recommended)

14/3/10

5/2/10

15/3/10

NOTE—Contn. sheet.

GPB—50,000—13.5.08

G.R.S. 26]

Rd 14-9-09

1/2

Gm File No. 123-09

Serial No. 1

Diary No. of letter replied to _____

Pol. No. 270

General and Revenue Secretariat

( )

, *the* 190

Date of issue 16-9-09.

Signed by

Mr. K. S. Chandrasekharan Aiyar

To

The F. A. Resident

Sir,

I am directed to request you to be so good as to obtain for the Durbar a copy of ~~the~~ an order said to have been issued by ~~of~~ the Govt. of Madras requiring all gazetted officers going to headquarters to report ~~sign~~ their arrival to Govt. by signing their names in a register kept in the Govt. Secretariat.

I have &c.

[signature]

For Secy.

[signature]

13/9.

over.

SUBJECT.

[signature] 15/9

Dr 14-10-09

(2)

No. 6758
Enc 1

D 1641

FROM

T. B. COPELAND, ESQ., I. C. S.,
FIRST ASSISTANT TO THE RESIDENT IN MYSORE.

To

The Dewan of Mysore.

G. M. 123-09-2

Dated Bangalore, 14th October 1909.

SIR,

V.?
14-10-9

With reference to Mr. Chandrasekhara Iyer's letter No. 270-Pol., dated the 16th September 1909, I am directed to forward herewith ~~of~~ a copy of the proceedings of the Government of Madras, containing the latest instructions issued on the subject of reports to be made by gazetted Officers on arrival at the head-quarters of Government.

I have the honour to be,
Sir,
Your most obedient servant,

T. Copeland
First Assistant Resident.

K.M.

Government of Madras.

(3)

PUBLIC DEPARTMENT.

Recd.	1909.	*Enclosures*
Regd.		*Spare copies*

G.O., No. 743, 28th September 1909.

Reports to be made by officers on arrival at, and departure from, the head-quarters of Government.

Issuing revised instructions regarding —.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

E.M.C., No. 607, Revenue, dated 6th June 1848.

ABSTRACT.—Directing that all officers employed in the Civil Service arriving at the Presidency shall report themselves by letter to the Chief Secretary to Government immediately on their arrival and that on their departure they shall in like manner report the day on which they leave the Presidency and the place to which they are proceeding.

G.O., No. 331, Public, dated 8th March 1879.

ABSTRACT.—Directing that every officer Civil or Military in Civil employ should report to the Private Secretary or Military Secretary (as the case may be) to His Excellency the Governor his date of arrival at, or departure from, the head-quarters of the Government for the time being.

G.O., No. 1446, Public, dated 22nd November 1882.

ABSTRACT.—Calling the attention of all officers of the Civil Service to the Standing Orders requiring them to make immediate report to the Chief Secretary or their arrival at, and departure from, the head-quarters of the Government for the time being.

G.O., No. 2, Public, dated 4th January 1894.

ABSTRACT.—Calling the attention of all officers of the Civil Service to the ruling requiring them when visiting the head-quarters of Government to report their arrival and departure.

G.O., No. 618, Public, dated 2nd May 1898.

ABSTRACT.—Directing the publication in the *Fort St. George Gazette* of a notification requiring all heads of departments under the Chief Secretary and all members of the Indian Civil Service to report their arrival at, and departure from, the head-quarters of the Government for the time being.

G.O., No. 1202, Public, dated 26th November 1902.

ABSTRACT.—Laying down the procedure to be followed by Civil officers in reporting their arrival at the head-quarters of the Government.

G.O., No. 425, Public, dated 2nd May 1903.

ABSTRACT.—Stating that the rules in G.O., No. 1202, Public, dated the 26th November 1902, regarding report by officers of their arrival at the head-quarters of Government apply only to gazetted officers.

G.O., No. 700, Public, dated 2nd September 1908.

ABSTRACT.—Issuing revised consolidated instructions regarding reports to be made by officers on arrival at, and departure from, the head-quarters of Government.

G.O., No. 836, Public, dated 7th October 1908.

ABSTRACT.—Exempting the Collector of the Nilgiris, the District officers under him, and the Director of Government Cinchona Plantations who make frequent tours in the Nilgiri district, from submitting the reports prescribed in G.O., No. 700, Public, dated the 2nd September 1908.

Circular No. 5011-1, Public, dated 2nd December 1908.

ABSTRACT.—Informing all gazetted officers that the form of report to the Private Secretary referred to in G.O., No. 700, Public, dated 2nd September 1908, can be obtained from the Superintendent, Government Press, Madras.

G.O., No. 26, Public, dated 12th January 1909.

ABSTRACT.—Issuing special instructions regarding the submission of reports of departure on tour of Members of the Board of Revenue.

Order—No. 743, Public, dated 28th September 1909.

The following revised instructions are issued on the subject of the reports to be made by gazetted officers of their arrival at, return to, and departure from, the head-quarters of Government :—

(1) *Arrival Report.*—All heads of departments and other gazetted officers in the Civil department, except those specified in rules (3) and (4) below, shall report their arrival at, or return to, and the probable date of their departure from, the head-quarters of Government for the time being (*i.e.*, Madras or Ootacamund, as the case may be), both to the Chief Secretary to Government and to the Private Secretary to His Excellency the Governor.

(2) *Departure Report.*—The exact date of departure shall be similarly reported immediately before or after departure if it is not the probable date entered in the arrival report.

(3) *Officers exempted.*—The following officers are not required to make the reports referred to in rules (1) and (2) :—

(*a*) Officers employed in the Government Secretariat.

(*b*) Officers of the Public Works department.

(*c*) Members of the Board of Revenue, who make separate reports when they proceed on tour.

(*d*) District officers of the Nilgiri district other than the Collector.

(*e*) The Director of Government Cinchona Plantations, Nilgiris.

(*f*) Medical officers below the grade of acting District Medical and Sanitary Officer and Acting Civil Surgeons.

(*g*) Judicial officers below the grade of Subordinate Judges.

(*h*) District Registrars.

(*i*) Educational officers below the 3rd grade of the Provincial Educational Service.

(*j*) Officers of the Provincial Forest Service not doing duty as District Forest Officers.

(*k*) Officers of the Separate Revenue department below the rank of acting Assistant Commissioner.

(4) *The Collector and District Magistrate, Nilgiris.*—The Collector and District Magistrate, Nilgiris, shall send the prescribed reports by telephone or otherwise to the Private Secretary to His Excellency the Governor; he need send no report to the Chief Secretary.

(5) *Procedure to be followed in reporting to the Chief Secretary on or before arrival or on departure*—

(*a*) A gazetted officer whose head-quarters are the same as those of Government for the time being and who is not one of those exempted by rules (3) and (4) shall inform the Chief Secretary to Government, by entry in the book kept at the Secretariat for the purpose, or by letter or telephonic message, whenever he is about to leave, or returns to, the Government head-quarters.

(*b*) Other gazetted officers who are about to visit the head-quarters of Government for the time being shall, if practicable before they arrive at the Government head-quarters, send the Chief Secretary to Government intimation of the visit either by wire, letter or in a form which can be obtained from the Superintendent of the Government Press, Madras. The intimation should include the following items :—

1. Name.
2. Appointment.
3. Place from which coming.
4. Probable date of arrival at the head-quarters of Government.
5. Address at those head-quarters.
6. Probable date of departure.
7. Destination.

Should it be impracticable to make the report in advance, the information may be conveyed by letter or telephonic message immediately after arrival or may be entered in the book kept for the purpose at the Secretariat.

(6) *Procedure to be followed in reporting to the Private Secretary to His Excellency the Governor on or before arrival or on departure*—

(*a*) A gazetted officer whose head-quarters are the same as those of Government for the time being, not being one of those exempted by rule (3), shall inform the Private Secretary to His Excellency the Governor, by letter or telephonic message, whenever he is about to leave, or returns to, the Government head-quarters.

(*b*) Other gazetted officers who are about to visit the head-quarters of Government for the time being shall, if practicable before they arrive at the Government head-quarters, send the Private Secretary intimation of the visit either by wire, letter or in a form which can be obtained from the Superintendent of the Government Press, Madras. The intimation should include the following items :—

1. Name.
2. Appointment.
3. Place from which coming.
4. Probable date of arrival at the head-quarters of Government.
5. Address at those head-quarters.
6. Probable date of departure.
7. Destination.

(7) *Reports to heads of departments.*—Similar reports of arrival and departure shall be made by all gazetted officers to the head of their department when they visit the head-quarters of the head of the department.

(True Extract.)

A. G. CARDEW,
Ag. Chief Secretary.

To all departments of the Secretariat.
,, the heads of departments under the Chief Secretary (including Collectors and District and Sessions Judges).
Copy to the Private Secretary to His Excellency the Governor.
,, ,, Superintendent, Government Press.
Gazette (Order only).

Proceedings of the Government of H.H. the Maharaja of Mysore.

Order No.G. G.M.125-09-

dated

The Government of His Highness the --- Maharaja of Mysore are pleased to direct -- that Gazetted Officers shall, in future, make a report to Government of their arrival at, return to, and departure from, the Headquarters of Government. The following instructions are issued in this behalf:-

(1). Arrival Report. All Heads of Departments and other Gazetted Officers in the Civil Department, except those specified in rule (3) below, shall report their arrival at, or return to, and the probable date of their departure from the Headquarters of Government viz., Bangalore, both to the Secretary to Government, General & Revenue Departments, and to the Private Secretary to the Dewan.

(2). Departure Report. The exact date of departure shall be similarly reported immediately before or after departure if it is -- not the probable date entered in the arrival report.

(3) Officers Exempted - The following officers are not required to make the reports referred to in rules (1) & (2) supra :-

(a) Officers on the staff of H.H. the Maharaja

(b) Officers employed in the Govt. Sectt.

(c) Officers of the Public Works Department who are not in charge of Divisions.

(d) Heads of Departments who make separate reports when they proceed on tour .

(e) District Officers of the Bangalore District other than the Deputy Commr.

(f) Medical officers below the rank of a Civil Surgeon (acting or permanent) who are not doing duty as District Medical and Sanitary Officers.

(g) Judicial officers below the grade of subordinate judges .

(h) Educational officers below class BII, and C II who are not Head Masters of schools.

(i) Officers of the Forest Department not doing duty as District Forest Officers.

(j) Officers of the Excise Department who are below the rank of a District Excise Officer (acting or permanent)

(4). Procedure to be followed in reporting.

(a) A gazetted officer whose Head Quarters are ~~the same as those of Government~~ Bangalore and who is not one of those exempted by rule 3 shall, whenever he is about to ~~leave~~ leave

leave, or returns to, ~~the Government~~ Head-quarters, inform the General & Revenue Secretary to Government by entry in the book ~~in the book~~ kept at the General & Revenue Secretariat for the purpose, or by letter or by telephonic message, and the Private Secretary to the Dewan by letter or by telephonic message or by entry in the book kept at the Dewan's residence for the purpose.

(b). Other gazetted officers who are about to visit ~~the head-quarters of Government~~ Bangalore shall, if practicable, before they arrive ~~at the Government headquarters~~ there, send to the General & Revenue Secretary to Government, and to the Private Secretary to the Dewan, intimation of the visit either by wire, or letter or in a printed form which can be had of the Superintendent, Government Press, Bangalore.- The intimation should include the following items:-

(1) name (2) appointment (3) place from which coming (4) probable date of arrival at ~~the Head-quarters of Government.~~ Bangalore (5) address at ~~those headquarters~~ Bangalore (6) probable date of departure

(7) Destination.

Should ~~xx~~ it be impracticable to make the report in advance, the information may be conveyed by letter or telephonic ~~messag~~ message immediately after arrival or may be entered in the book kept for the purpose at the General and Revenue Secretariat.

~~(4-a)~~

5. The rules will also apply mutatis mutandis to reports at Mysore during the festivities connected with His Highness's Birthday and the Dasara and at other times when the Dewan is at Mysore, provided that except ~~that~~ during the festivities connected with His Highness' birthday and Dasara, a report need not be sent to the Secretary to the Government, General and Revenue Departments.

6. Reports to Heads of Departments.

Similar reports of arrival and departure shall be made by all Gazetted officers to the head of their department when they visit the Headquarters of the latter.

Print

CSB 16/1/10

Secretary to Govt.

P.T.O.

To

Heads of Departments.

Deputy Commissioners of Districts.

The Compiler, Mysore Gazette for publication in three successive issues of the Gazette.

The Superintendent, Government Press, with the request that a large no. of forms containing the particulars referred to in Para-4(b) may be printed and kept in stock and that 6 registers of the enclosed forms may be supplied to the General & Revenue Secretariat very early.

Register of departure & return of Gazetted Officers at the head quarters of G.W.

No	Name	Designation	Date of Departure	Place of Destination	Purpose of visit	Probable date of return	Remarks as to actual date of ret[illegible] &c [illegible]

11

Register of gazetted Officers visiting the Head Quarters of Force

No	Name	Designation	Place from which coming	Date of arrival	Address at Headquarters	Date of Departure	Destination	Remarks